

**OFFICE OF GOVERNMENTAL ACCOUNTABILITY
JOB OPPORTUNITY
EXECUTIVE ADMINISTRATOR (Class Code 3504EX)**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 18-20 Trinity St., Hartford, CT 06106

Hours: Full Time 40 Hours/Week

Salary: EX03: Annual \$98,327-\$159,509

Closing Date: November 1, 2013—must be received no later than 5 PM

The State of Connecticut seeks an Executive Administrator (EA) for the Office of Governmental Accountability (OGA). Public Act 11-48 Sec. 58 established the Office of Governmental Accountability to coordinate personnel, payroll, Affirmative Action, administrative and business-office functions for the Office of State Ethics, State Elections Enforcement Commission, Freedom of Information Commission, Judicial Review Council, Judicial Selection Commission, Board of Firearms Permit Examiners, Office of the Child Advocate, Office of the Victim Advocate and the State Contracting Standards Board. The Governor appoints the Executive Administrator to serve as the administrative head of the office.

The EA designs and implements comprehensive plans, and oversees unified systems, to provide personnel, payroll, affirmative action, administrative and business office functions, and information technology services associated with the missions of each independent division. Additional responsibilities include collaborating with the Executive Directors and/or Division Directors to prepare and deliver legislative recommendations (for ongoing appropriations), budgets, and operating efficiencies.

This EA is appointed to the position by the governor, based on the recommendations of the Governmental Accountability Commission (GAC) acting in accordance with the provisions of Connecticut Public Act No.11-48 as amended by Connecticut Public Act 13-247, and serves a four-year term.

General Experience: The incumbent will have experience managing administrative functions in the areas of personnel, payroll, business office, affirmative action, and information technology. Experience in an agency or business start-up, with emphasis on reorganizing or consolidating or successfully merging business functions, is preferred. Prior experience with a proven record of building relationships, reaching consensus, making effective management decisions and using successful problem-solving techniques is desired.

Application Instructions:

Qualified candidates who meet the above requirements should submit via mail, fax or email, a cover letter, a resume, and the required CT-HR-12 State Employees Application available online at http://www.das.state.ct.us/HR/Forms/ct-hr-12_application.pdf to:

OFFICE OF GOVERNMENTAL ACCOUNTABILITY
Clerk of the GAC—ATTN: PCN 99481
18-20 Trinity Street, 1st Floor,
Hartford, CT 06106

Preferred method of submission: by secure Fax to 860-622-4927 OR attached to e-mail sent to OGA.HR@ct.gov.
Refer to PCN 99481

Note:

Appointed by the Governor in accordance with the provisions of Connecticut Public Act No. 11-48, as amended by Connecticut Public Act 13-247.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.